

CAREER OPPORTUNITY BULLETIN



Date: December 4, 2006

Bulletin # 647

This Career Opportunity Bulletin may also be viewed on our website at
www.parks.ca.gov

The Mission of the California Department of Parks and Recreation is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

HOW TO APPLY

For each separate position, please forward a standard state application Std Form 678. Indicate the position and location of the job for which you are applying. Send your application to:

Department of Parks and Recreation

P.O. Box 942896

Sacramento, CA 94296-0001

Attention: Personnel Services Division/Certification Unit

All applications must be postmarked by the final filing date

FINAL FILING DATE FOR JOBS POSTED IN THIS BULLETIN: December 15, 2006

California Relay Service
TDD 1-800-735-2929

Jobs Phone Line
1-916-653-6995

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

Career Opportunity Bulletin #647

- **ACCOUNTANT I (SPECIALIST) – BUSINESS AND FISCAL SERVICES SECTION/
HEADQUARTERS/SACRAMENTO**
- **ASSOCIATE GOVERNMENTAL PROGRAM ANALYST/STAFF SERVICES ANALYST
– CONTRACTS AND ASSET MANAGEMENT SERVICES SECTION/
HEADQUARTERS/SACRAMENTO**
- **ASSOCIATE LANDSCAPE ARCHITECT (2 POSITIONS) – PLANNING DIVISION/
GENERAL PLANNING UNIT/HEADQUARTERS/SACRAMENTO**
- **ASSOCIATE STATE ARCHEOLOGIST – TECHNICAL SERVICES DIVISION/
DEFERRED MAINTENANCE PROGRAM**
- **MANAGEMENT SERVICE TECHNICIAN – ADMINISTRATIVE SERVICES DIVISION/
CONTRACTS AND ASSET MANAGEMENT/CONTRACT SERVICES UNIT/
HEADQUARTERS/SACRAMENTO**
- **PARK MAINTENANCE ASSISTANT – SANTA CRUZ DISTRICT/MOUNTAINS
SECTOR/HENRY COWELL REDWOODS STATE PARK**
- **PARK MAINTENANCE CHIEF II – TEHACHAPI DISTRICT**
- **PARK MAINTENANCE WORKER II – SANTA CRUZ DISTRICT/PAJARO COAST
SECTOR/NORTH AREA**
- **PERSONNEL SUPERVISOR I – PERSONNEL SERVICES/TRANSACTIONS UNIT/
HEADQUARTERS/SACRAMENTO**
- **STAFF PARK AND RECREATION SPECIALIST – PLANNING DIVISION/
RECREATION SECTION/HEADQUARTERS/SACRAMENTO**
- **STAFF PARK AND RECREATION SPECIALIST – PLANNING DIVISION/STATEWIDE
PLANNING SECTION/HEADQUARTERS/SACRAMENTO**
- **STAFF SERVICES ANALYST – ACQUISITION AND DEVELOPMENT DIVISION/
CHIEF’S OFFICE**
- **STATE HISTORIAN III – MONTEREY DISTRICT/DISTRICT OFFICE**
- **STATE PARK EQUIPMENT OPERATOR – SANTA CRUZ DISTRICT/SAN MATEO
COAST SECTOR**

The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.

- **LIFEGUARD (2 POSITIONS) – SANTA CRUZ DISTRICT/PAJARO COAST SECTOR/NORTH AREA**
- **STATE PARK RANGER – INLAND EMPIRE DISTRICT/LAKE PERRIS SECTOR**
- **STATE PARK RANGER – SANTA CRUZ DISTRICT/PAJARO COAST SECTOR/NORTH AREA**
- **STATE PARK RANGER – K-9 HANDLER – SANTA CRUZ DISTRICT/PAJARO COAST SECTOR/NORTH AREA**

WHO MAY APPLY

This Career Opportunity Bulletin is for **State employees and/or candidates with current civil service list eligibility and who meet this eligibility by the established final filing date.** Anyone eligible for a transfer, change in class, list appointment, training and development assignment, or reinstatement may be considered according to guidelines outlined in DAM 210.311-314

Only the most qualified candidates will be selected for an interview

And all appointments are subject to SROA provisions.

(For those classes in Units 10,14,15, and 21, this bulletin does not constitute the transfer process contained in the agreements with the State.)

UNIT 7 (CAUSE): Positions for voluntary geographic transfers will be filled in accordance

With Article 16, section 16.9 of the Unit 7 collective bargaining agreement.

Unit 12 (International Union of Operating Engineers – IUOE)

Positions for voluntary geographic transfers will be filled in accordance with Article 17, sections 17.1-17.7 of the unit 12 collective bargaining agreement.

Unit 13 (International Union of Operating Engineers – IUOE)

Positions for voluntary geographic transfers will be filled in accordance with Article 14.1

Of the unit 13 collective bargaining agreement.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

ACCOUNTANT I (SPECIALIST) (\$2776 – \$3373) – BUSINESS AND FISCAL SERVICES SECTION/ HEADQUARTERS/SACRAMENTO

The reporting location for this position is the Business and Fiscal Services Section, located at Headquarters in Sacramento. This position will work under the direction of the Accounting Administrator I. The incumbent's duties will include processing General Services and Office of State Printing direct transfers; posting expenditures to the appropriate accounts and appropriations; tracking expenditure and receipts for Motion Pictures and Junior Lifeguard program accounts; preparing letters to State Controller's Office to recognize reimbursements, and processing various reimbursement invoices. Knowledge of CALSTARS, Microsoft Word, and Microsoft Excel is highly desirable. **State housing is not available.** For further information regarding this position, please contact Lisa Ortega at (916) 653-9780.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (\$4255 - \$5172) /STAFF SERVICES ANALYST (\$2724 - \$4300) – CONTRACTS AND ASSET MANAGEMENT SERVICES SECTION/HEADQUARTERS/SACRAMENTO

The reporting location for this position is the Contracts and Asset Management Services Section located at Headquarters in Sacramento. This position will work under the direction of the Manager, in Asset Management Services. This position acts as “Lease Coordinator” for the Department. Duties include: initiating Form 9’s for office, radio vault sites, and other space as required; negotiating leases with DGS to meet Department requirements; inspecting premises offered for lease and determining if they comply with Department needs; analyzing floor plans of proposed leased buildings for effective use of space; working with the owner of leased premises to get all deficiencies corrected; involving DGS in any disputes regarding buildings not maintained properly by the Lessor; and reviewing occupied buildings for alterations. The incumbent will also coordinate with Landlords of leased facilities for building modifications, tenant improvements, maintenance, and initiate proper contracting or purchasing documents as necessary; maintain all office and radio vault lease files and track expiration dates to ensure leases are always current or being negotiated; process payment documents for lease and radio vault site payments, including the yearly encumbrance of the rental payment funds, and manage all lease information (including radio vault sites) in an Access database for payment and reporting purposes. This position assists Headquarters Property Inspector with the annual physical inventories and follows up at various State Park units, Headquarters, and in the field as needed. In addition, the incumbent will assist Field and Headquarter Property Custodians with CAMP Equipment Property Management (EPM) transactions, and other support services as required. This position requires the knowledge and ability to interpret various reference sources applicable to lease and facility management, including, but not limited, to the State Administrative Manual, departmental manuals, agency directives, etc. Good written and verbal communications skills are required. Occasional travel may be required. This position may be downgraded for recruitment purposes. **State housing is not available.** For further information regarding this position, please contact Valerie Laam at (916) 653-8647 or at vlaam@parks.ca.gov

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

ASSOCIATE LANDSCAPE ARCHITECT (SPECIALIST) (2 POSITIONS) (\$5633 - \$6844) – PLANNING DIVISION/GENERAL PLANNING UNIT/HEADQUARTERS/SACRAMENTO

The reporting location for this position is the Planning Division located at Headquarters in Sacramento. This position will work under the direction of the Senior Landscape Architect in the General Planning Unit. The incumbent will have the opportunity to participate on a multi-discipline planning team and interact with other professional park staff in the field and Headquarters' divisions. This challenging position involves a wide variety of park planning, design, writing, oral and graphic communications skills, and requires a person knowledgeable of the environmental compliance and permitting processes. The incumbent should also have the ability to use computer graphic software and be familiar with the use of CAD and GIS type programs. Responsibilities would include the preparation and project management of general plans, management plans, and classification documents; also, perform analysis of recreation demand and land use feasibility studies, and prepare and manage contracts for planning and environmental services, as required. **A California Landscape Architect license is required. Please provide proof of eligibility with the application. State housing is not available.** For further information regarding this position, please contact Dave Keck at (916) 445-8903.

ASSOCIATE STATE ARCHEOLOGIST (\$4264 - \$5143) – TECHNICAL SERVICES DIVISION/DEFERRED MAINTENANCE PROGRAM

The reporting location for this position is the Heilbron Mansion. This position will work under the direction of the State Park Superintendent III. This challenging and rewarding position will perform archeological review of CEQA, NEPA, and 5024 evaluations; provide research data and advice to project managers and field staff; participate in historic structures investigations; perform site surveys; advise staff on mitigation measures, and provide on-site monitoring when necessary. Excellent organizational skills, the ability to work independently and cooperatively with others, and familiarization with databases are highly desirable. This position requires a large amount of travel and may work weekends and holidays. **State housing is not available.** For further information regarding this position, please contact Jonathan Williams at (916) 651-8451.

MANAGEMENT SERVICE TECHNICIAN (\$2413 - \$3313) – ADMINISTRATIVE SERVICES DIVISION/CONTRACTS AND ASSET MANAGEMENT/CONTRACT SERVICES UNIT/HEADQUARTERS/SACRAMENTO

The reporting location for this position is at Headquarters in Sacramento. This position will work under the direction of the Staff Services Manager I. The incumbent reviews DPR 285, Agreement for Services and DPR 117, Payment Authorizations for accuracy, completeness and compliance with the Public Contract Code and control agency procedures; performs the initial review of all contracts and inputs contract data into a database; serves as section timekeeper; orders office supplies, and maintains general personnel file information. This position is very busy and production oriented, yet accuracy is essential. Experience with state contracting procedures is desirable. **State housing is not available.** For further information regarding this position, please contact Allen Chancey at (916) 654-1003.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

**PARK MAINTENANCE ASSISTANT (\$2599 - \$2833) – SANTA CRUZ DISTRICT/
MOUNTAINS SECTOR/HENRY COWELL REDWOODS STATE PARK**

The reporting location for this position is the Henry Cowell Redwoods State Park Maintenance Shop. The incumbent will work primarily in Henry Cowell Redwoods State Park, but may be asked to assist in other parks in the Mountains Sector. The incumbent will serve as the lead for seasonal, volunteer, and inmate work crews. Responsibilities will include housekeeping of facilities and assisting with semi skilled facility repairs, pumping, chain saw work, and completing CAMP work orders. The incumbent's work schedule will be Tuesday through Saturday from 7:00 a.m. to 3:30 p.m. **State housing is not available.** For further information regarding this position, please contact Felipe Jauregui at (831) 335-6311 or fjauregui@parks.ca.gov.

PARK MAINTENANCE CHIEF II (\$4358 - \$5263) – TEHACHAPI DISTRICT

The reporting location for this position is the Tehachapi District in Lancaster. This position will work under the direction of the District Superintendent IV. The incumbent is directly responsible for the development, monitoring, evaluation, and administration of the district-wide Technical Services Program, including, but not limited to, facility maintenance, health and safety, Park Infrastructure Database, Category Maintenance Program allocation, Deferred Maintenance project management, Technical Service training, equipment management and supervision of Specialist Staff in District Services. The incumbent must be self motivated, with strong interpersonal skills and the ability to work well with various District services specialists and Sector Superintendents. The incumbent will provide subject matter leadership and sector operations support, and act as the point of contact for the overall district Technical Service Program. This is a great opportunity to be on the ground floor in the planning and establishment of the Department's newest District. **State housing may be available.** For further information regarding this position, please contact Ron Krueper at (661) 726-1668 or rkrueper@parks.ca.gov.

**PARK MAINTENANCE WORKER II (\$3081 - \$3702) – SANTA CRUZ DISTRICT/PAJARO
COAST SECTOR/NORTH AREA**

The reporting location for this position is the Natural Bridges Visitor Center, but may be assigned tasks in outer units of the sector as needed. The incumbent will be responsible for the maintenance of facilities and grounds within the North Area of the Pajaro Coast Sector, which includes Coast Dairies, Wilder Ranch State Park (including Wilder Beach and Wilder Dairy), Natural Bridges State Beach (including Monarch Butterfly), and Santa Cruz Mission State Historic Park. Responsibilities will include leadperson duties, maintaining park structures, equipment, facilities, grounds, and housekeeping. The incumbent's work schedule will be Monday through Friday from 7:00 a.m. to 3:30 p.m. **State housing is not available.** For further information regarding this position, please contact Jim Pfluger at (831) 423-0532 or jpfluger@parks.ca.gov.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

PERSONNEL SUPERVISOR I (\$3538 - \$4300) – PERSONNEL SERVICES/TRANSACTIONS UNIT/HEADQUARTERS/SACRAMENTO

The reporting location for this position is at Headquarters in Sacramento. This position will work under the direction of the Personnel Transactions Manager, and will be responsible for the daily supervision and oversight of the Department's Personnel Transactions Program. This position will be responsible for insuring all commitments and established deadlines are processed timely and accurately, monitor performance and provide feedback to transactions staff, and provide assistance to staff on the more complex or sensitive transactions issues. Demonstrated knowledge of applicable statutes and bargaining language, as well as strong interpersonal, supervisory, and writing skills are a must. Proven leadership in a team based environment, and experience with the Human Resource Information System (HRIS) is desired. **State housing is not available.** For further information regarding this position, please contact Trayce Gilkey at (916) 653-6398.

STAFF PARK AND RECREATION SPECIALIST (\$5137 - \$6198) – PLANNING DIVISION/ RECREATION SECTION/HEADQUARTERS/SACRAMENTO

The reporting location for this position is at Headquarters in Sacramento. This position will work under the direction of the Long Range Planning Program Manager. The incumbent will supervise staff, and develop, manage and implement a broad range of complex recreation planning activities including the collection and analysis of data, and the preparation of recommendations to assist Divisions and Districts in providing an increase in the opportunity, variety and availability of recreation facilities, activities, programs, services and events in units of the State Park System. This includes supervising the preparation of such products as: Recreation Profiles, Recreation Opportunity Assessments, Visitor Use Surveys, providing recommendations for recreational opportunities of general plans, and providing the recreational perspective and recommendations for projects in Multi Year Capital Outlay Projects (MYCOP for Acquisition & Development), Planning Policy and Programming Committee (PPPC), Department Acquisition Review Team (DART), and General Plan review. **State housing is not available.** For further information regarding this position, please contact Stuart Hong at (916) 653-9644.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

**STAFF PARK AND RECREATION SPECIALIST (\$5137 - \$6198) – PLANNING DIVISION/
STATEWIDE PLANNING SECTION/HEADQUARTERS/SACRAMENTO**

The reporting location for this position is at Headquarters in Sacramento. This position will work under the direction of the Long Range Planning Program Manager. The incumbent will supervise staff, and develop, manage and implement a broad range of complex statewide planning activities including collecting, organizing and analyzing data to develop; reports, demographic studies, trends analysis, marketing analysis, cost/benefit analysis, surveys, user preferences and profiles, case studies, conference sessions and workshops, and statewide planning documents such as; CA Outdoor Recreational Plan (CORP), State Park System Plan, Planning Milestones, and Statistical Report. **State housing is not available.** For further information regarding this position, please contact Stuart Hong at (916) 653-9644.

**STAFF SERVICES ANALYST (\$2724 - \$4300) – ACQUISITION AND DEVELOPMENT
DIVISION/CHIEF'S OFFICE**

The reporting location for this position is the Acquisition and Development Division, located at One Capitol Mall in Sacramento. This position works under the direction of the Deputy Director and Chief of the Northern/Southern Service Centers. The incumbent will perform analytical work for the Deputy Director and Chief of the Northern and Southern Service Centers, their staff, and other managerial staff, as needed. This position requires a strong knowledge of accounting and purchasing procedures. Duties may include analyzing project invoices and resolving budget and/or vendor discrepancies, gathering procurement information and making recommendations to project management staff. The incumbent will provide technical guidance to staff and management on Human Rights and Worker's Compensation issues. Strong organizational skills, the ability to meet short deadlines and attention to detail are desirable. Strong computer skills are desirable. **State housing is not available.** For further information regarding this position, please contact Kathy Amann at (916) 445-7985.

STATE HISTORIAN III (\$5028 - \$6069) – MONTEREY DISTRICT/DISTRICT OFFICE

The reporting location for this position is the Monterey District Office in Monterey. This position will work under the direction of the Senior Park and Recreation Specialist. The incumbent will be responsible for supervising the Monterey District Cultural Staff, and planning and implementing programs and projects to preserve and enhance the cultural resources of Monterey and San Luis Obispo District park units. **State housing is not available.** For further information regarding this information, please contact Ken Gray at (831) 649-2862 or kgray@parks.ca.gov.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

STATE PARK EQUIPMENT OPERATOR (\$3650 - \$4002) – SANTA CRUZ DISTRICT/SAN MATEO COAST SECTOR

The reporting location for this position is the Maintenance Facility at Francis Beach, in Half Moon Bay. The incumbent may also be assigned to other work locations within the Santa Cruz District. This position is an essential member of the district equipment operations team. The incumbent will be responsible for transport and operation of heavy equipment such as bulldozers, road graders, water trucks, loaders, backhoes, etc. Some mechanic experience on heavy equipment is desirable. The incumbent will work with and lead resource crews, including California Department of Forestry incarcerated crews, California Conservation Corps crews, and seasonal employees. The incumbent will be highly involved with the district's trail program. **A "Class A" Drivers license is required. This position will be subject to the Federal Drug and Alcohol Testing Program. Please provide proof of eligibility with application.** The work schedule will be Monday through Friday 7:00 am to 3:30 pm. **State housing may be available.** For further information regarding this position, please contact Cynthia Spencer at (650) 726-8818 or cspencer@parks.ca.gov.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.

LIFEGUARD (2 POSITIONS) (\$3185 - \$4558) – SANTA CRUZ DISTRICT/PAJARO COAST SECTOR/NORTH AREA

The reporting location for these positions is the Lifeguard Headquarters at Twin Lakes State Beach. These positions are assigned to the North Area of the Pajaro Coast Sector and report to the Supervising State Park Ranger. North area units include the newly acquired Coast Dairies property, Wilder Ranch State Park, Natural Bridges State Beach, Santa Cruz Mission State Historic Park; with additional patrol duties at Twin Lakes State Beach. These positions will also assist with sector-wide coverage as required. Duties will include a full range of visitor services activities, including proactive patrol of miles of scenic coastline by vehicle, ATV, bike, and foot and the implementation of the Aquatic Program in the North Area and specifically the Coast Dairies property. Extensive opportunities also exist in the areas of interpretation and resource management. **State housing is not available.** For further information regarding these positions, please contact Joe Connors at (831) 423-0528 or jconnors@parks.ca.gov.

STATE PARK RANGER (\$3185 - \$4558) – INLAND EMPIRE DISTRICT/LAKE PERRIS SECTOR

The reporting location for this position is Lake Perris State Recreation Area (SRA). This position will work under the direction of the Supervising State Park Ranger. The incumbent will be responsible for land and boat patrol, enforcement, interpretation, resource management, and visitor safety at Lake Perris SRA. The function of this position is to assure the safety of the visitor, interpret natural, cultural and recreational resources, protect the facilities, manage campground operations, prepare reports used in the patrol and interpretive functions. **State housing is not available.** For further information regarding this position, please contact Andre Ramos at (951) 940-5616.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer

STATE PARK RANGER (\$3185 - \$4558) – SANTA CRUZ DISTRICT/PAJARO COAST SECTOR/NORTH AREA

The reporting location for this position is the Lifeguard Headquarters at Twin Lakes State Beach. This position will work under the direction of the Supervising State Park Ranger. The incumbent will be assigned to the North Area of the Pajaro Coast Sector. North Area units include the newly acquired Coast Dairies property, Wilder Ranch State Park, Natural Bridges State Beach, the Santa Cruz Mission State Historic Park; with additional patrol duties at Twin Lakes State Beach. The incumbent will also assist with sector-wide coverage as required. Duties will include a full range of visitor services activities, including proactive patrol of miles of scenic coastline by vehicle, ATV, bike, and foot. Extensive opportunities also exist in the areas of interpretation and resource management. **State housing is not available.** For further information regarding this position, please contact Joe Connors at (831) 423-0528 or jconnors@parks.ca.gov.

STATE PARK RANGER – K-9 HANDLER (\$3185 - \$4558 + K-9 DIFFERENTIAL) – SANTA CRUZ DISTRICT/PAJARO COAST SECTOR/NORTH AREA

The reporting location for this position is the Lifeguard Headquarters at Twin Lakes State Beach. This position will work under the direction of the Supervising State Park Ranger. The incumbent will be assigned to the North Area of the Pajaro Coast Sector. North Area units include the newly acquired Coast Dairies property Wilder Ranch State Park, Natural Bridges State Beach, the Santa Cruz Mission State Historic Park; with additional patrol duties at Twin Lakes State Beach. This position will also assist with sector-wide coverage as required. The incumbent will be primarily responsible for vehicle and foot patrol in coastal locations, enforcement, interpretation, resource management, visitor safety and is one of two canine positions in the Santa Cruz District. **Canine qualification to department standards is required.** This vacancy is available to current Canine Handlers. If no current handlers apply, the vacancy will be open to those interested in becoming Canine Handlers under the Canine Handler selection process. Interested Canine and non-Canine Handlers should both apply at this time. A supplemental application process will be required for all non-Canine Handler applicants. The incumbent will be expected to maintain K-9 certification and training. **State housing is not available.** For further information regarding this position, please contact Joe Connors at (831) 423-0528 or jconnors@parks.ca.gov.

******* EXAMINATIONS *******

The Department of Parks and Recreation has scheduled the following examinations.
Standard State applications (STD. 678) may be sent to:

Department of Parks and Recreation
Personnel Office
ATTENTION: EXAM UNIT
P.O. Box 942896
Sacramento, CA 94296-0001

| <u>CLASS</u> | <u>FINAL FILING DATE</u> | <u>EXAM BASE</u> |
|--------------------------------------|--------------------------|--------------------------------|
| Accounting Technician | Continuous Filing | Promotional/Spot Sacramento |
| Communications Operator | Continuous Filing | Open |
| State Park Cadet (Lifeguard) | Continuous Filing | Open |
| State Park Ranger Cadet | Continuous Filing | Open |
| Water and Sewage Plant Supervisor | Continuous Filing | Open |